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U. S. DEPARTMENT OF AGRICULTURE

The CENTRAL PROJECT OFFICE IN THE AGRICULTURAL RESEARCH SERVICE

ITS ROLE IN RESEARCH COORDINATION

Agricultural Research Service
UNITED STATES DEPARTMENT OF AGRICULTURE

FOREWORD

This publication was prepared by the staff of the Central Project Office for persons interested in learning how the Office operates to promote coordination and exchange of information in the field of agricultural research.* While the Office functions within the framework of the Department's Uniform Project System, this publication is not an authoritative statement on all aspects of that system. Section 2, Chapter 3, Title 6, of the Department Administrative Regulations, entitled, "The Uniform Project System and Its Place in Planning," provides additional information.

The Central Project Office has been officially designated as a central repository for all Department projects dealing specifically with research, marketing service, and statistical activities. Discussion in this publication, however, has been limited to those operations involving research.

*Prepared jointly by Martha J. Seymour, Charles N. Lane, and Neil W. Johnson.

THE CENTRAL PROJECT OFFICE IN THE AGRICULTURAL RESEARCH SERVICE

Its Role In Research Coordination

SUMMARY OF FUNCTIONS

The Central Project Office, established in 1948[1] to implement and facilitate the effective coordination of agricultural research throughout the Department, assists in obtaining a well-integrated research program by acting as a control center in the review and approval of research proposals. It also provides an informative reference file of the approved projects. Analyses of the Department's research program are conducted as an aid to effective administration.

The Office, for purposes of greatest utility and convenience, is attached to the Office of the Administrator, Agricultural Research Service, and is located in Room 334, Administration Building, United States Department of Agriculture. The Department-wide nature of its facilities and services has been recognized in the establishment of a committee to determine its operating policies. This committee is composed of the Administrator, Agricultural Research Service, chairman; Administrator, Agricultural Marketing Service; and the Director of Finance. Work proposed or under way is described on forms[2] provided for use throughout the Department. Records of approximately 3,200 active projects in the Central Project Office are readily available for reference by Federal and State agricultural research workers and for administrative use.[3]

The principal functions of the Central Project Office are, as follows:

I. Serves as a control center in the operation of the Department's Uniform Project System as it relates to coordination of research activities. Significant features of the uniform system administered by the Central Project Office include:

   A. Use of uniform forms and instructions by all Departmental agencies for describing their activities in project form.

   B. Systematic review of new and revised projects by all interested agencies prior to formal approval.

   C. Annual reports of progress on research projects.

   D. Periodic review and reappraisal of continuing projects.

II. Provides a central source of information on the nature, location, and status of Department research projects.

   A. Maintains for use of research workers and administrators a central file and continuing inventory of current activities.

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[1] From 1945 to 1948 this office functioned as a project record and reference unit for the physical and biological research program of the former Agricultural Research Administration.

[2] See samples of these forms at end of this publication. They are: AD-144, Financial Project Description; AD-145, Work Project Description; AD-149, Line Project Description.

[3] The files of the Central Project Office contain only records of projects for which the Department is directly responsible or to which it is making a substantial contribution. Comparable records of agricultural research conducted by State Agricultural Experiment Stations are maintained in Room 438, Administration Building, by the State Agricultural Experiment Stations Division of the Agricultural Research Service. This file of more than 12,500 projects, currently embraces about 5,900 supported by Federal-Grant funds and about 6,600 supported by non-federal funds and voluntarily supplied by the States.

The Federal-Grant fund projects are available for reference on the same basis as projects originating in the Department. General information on projects supported by non-federal funds will be supplied by application to appropriate members of the State Experiment Stations Division staff. Details of such research may be obtained by direct contact with the State Agricultural Experiment Station concerned.

B. Answers inquiries from State and Federal research workers, study groups, advisory committees, Congress, and the public at large.

III. Assists in program analyses designed to improve the administration and content of the Department's research program.

A. Prepares reports on selected segments of the research program from project records and other sources to facilitate program analyses by administrators and study groups.

B. Makes special studies of the effectiveness of project forms and procedures in achieving coordination of research.

THE UNIFORM PROJECT SYSTEM - NATURE AND PURPOSE

The Uniform Project System of the Department of Agriculture is a means whereby the broad and often multiple work objectives financed by each appropriation item in the Department budget are divided and subdivided into smaller work units, or projects, in order that specific program objectives may be more easily identified, segregated, and described, and their relationships one to the other more readily recognized. In descending order of scope, the activities under each appropriation item are classified into financial, work, and line projects, each of which is described below.

1. Financial Project. The financial project represents the first unit documented in the classification of work under an appropriation item. It reflects a broad activity aimed at the solution of related problems within a defined field, embracing one or more objectives of the appropriation item and so conceived as to make financial accountability possible.

2. Work Project. The work project represents the second unit documented in the classification of work under an appropriation item. It reflects a well-defined, continuing activity within the framework of the parent financial project.

3. Line Project. The line project is the third unit documented in the classification of work under an appropriation item. It reflects a specific segment of a work project that is limited in the scope of its objective, and usually, in length of time required for completion. The active line projects under a given work project collectively constitute the current program of work under the work project.

The standard forms for documentation of projects of each type are shown on pages 12 to 14, inclusive.

As an illustration of the relationships between financial, work, and line projects the following current[4] example taken from the research appropriation to the Agricultural Research Service is cited:

Financial Project - "Utilization Research" (one of four financial projects covering research in the Agricultural Research Service).

Work Project - "Corn, Wheat, and Other Cereal Crop Utilization Investigations, Northern Region" (one of 25 work projects under "Utilization Research").

Line Project - "Exploratory Studies on Microbial Production of Rubber from Cereal Grain Products" (one of 45 active line projects under "Corn, Wheat, and Other Cereal Crop Utilization Investigations, Northern Region").

[4] As of December 1959.

Projects developed and approved under the Uniform Project System form the foundation of the Department's budget structure. Under present budgetary practice financial projects are the units in which program activities are presented to Congress. Budget justifications are generally written in terms of such projects. Narrative statements in support of the Budget draw heavily on financial and work project descriptions in presenting an informative summary statement of agency programs. The financial project is also the basis on which the various agencies do their accounting. While funds allotted to a financial project are allocated to its component work projects, there is no provision for detailed accounting at this level. There is, however, the obligation to provide annual estimates of the approximate distribution of funds to each work project. In short, financial and work projects become the planning units in terms of which both the budgetary needs and the program objectives of an agency are expressed. The more limited and specific line project, on the other hand, furnishes an essential additional tool for those primarily concerned with the effective coordination and improvement of the content of research programs.

In the fiscal year 1960 the Department's 90 million dollar research program involved about 15 financial projects, 400 work projects, and 2,800 line projects. Because of the wide difference in scope between financial and work projects, undocumented groupings of work projects are often used to represent or portray research programs. For example, the work project "Corn, Wheat, and Other Cereal Crop Utilization Investigations, Northern Region" is one of a firmly established grouping of four work projects with the designation "Cereal and Forage Crop Utilization Investigations."

OPERATION AS A CONTROL CENTER IN RESEARCH COORDINATION

Five of the operating agencies of the Department are engaged in research (see figure 1). Two of these agencies, the Agricultural Marketing Service (AMS) and the Foreign Agricultural Service (FAS) are under the direction of the Assistant Secretary for Marketing and Foreign Agriculture. The other three, Agricultural Research Service (ARS), Farmer Cooperative Service (FCS), and Forest Service (FS) are under the direction of the Assistant Secretary for Federal-States Relations, who also has general responsibility for the development of research policy for the Department.

Coordination of all research in the Department is delegated to the Administrator of the Agricultural Research Service, who reports directly to the Assistant Secretary for Federal-States Relations. In exercising his coordinating responsibilities, the Research Administrator provides for the examination and analysis of all research activities, current and contemplated; for review and approval of all proposed projects before they are initiated; for advice and consultation with agency heads on the planning of research; and for submission of reports. He is assisted in this work by the Central Project Office and by an Agricultural Research Council whose members are the Deputy Administrators for Research in ARS; the Director of Home Economics Research, ARS; the Deputy Administrator for Marketing Research, AMS; the Deputy Administrator for Economics and Statistics, AMS; the Assistant Chief for Research, FS; and the Administrators of FAS and FCS.

The Central Project Office serves as a control center in the review and approval of research proposals. Each proposal to undertake a new project or to revise an existing one is initiated by the preparation of a line project description on Form AD-149 (see page 14). The completed project description is submitted to the Project Office where it is examined for compliance with official instructions on preparation. Subsequently, it is referred to any part of the Department doing related work, including subject-matter specialists in the State Experiment Stations Division, ARS, who consider it in relation to research going on at the State Agricultural Experiment Stations. Referral is also made to the Executive Secretaries of appropriate Research Advisory Committees who examine it in the light of Committee recommendations.

ORGANIZATION FOR RESEARCH COORDINATION AND PROGRAM DEVELOPMENT IN THE USDA

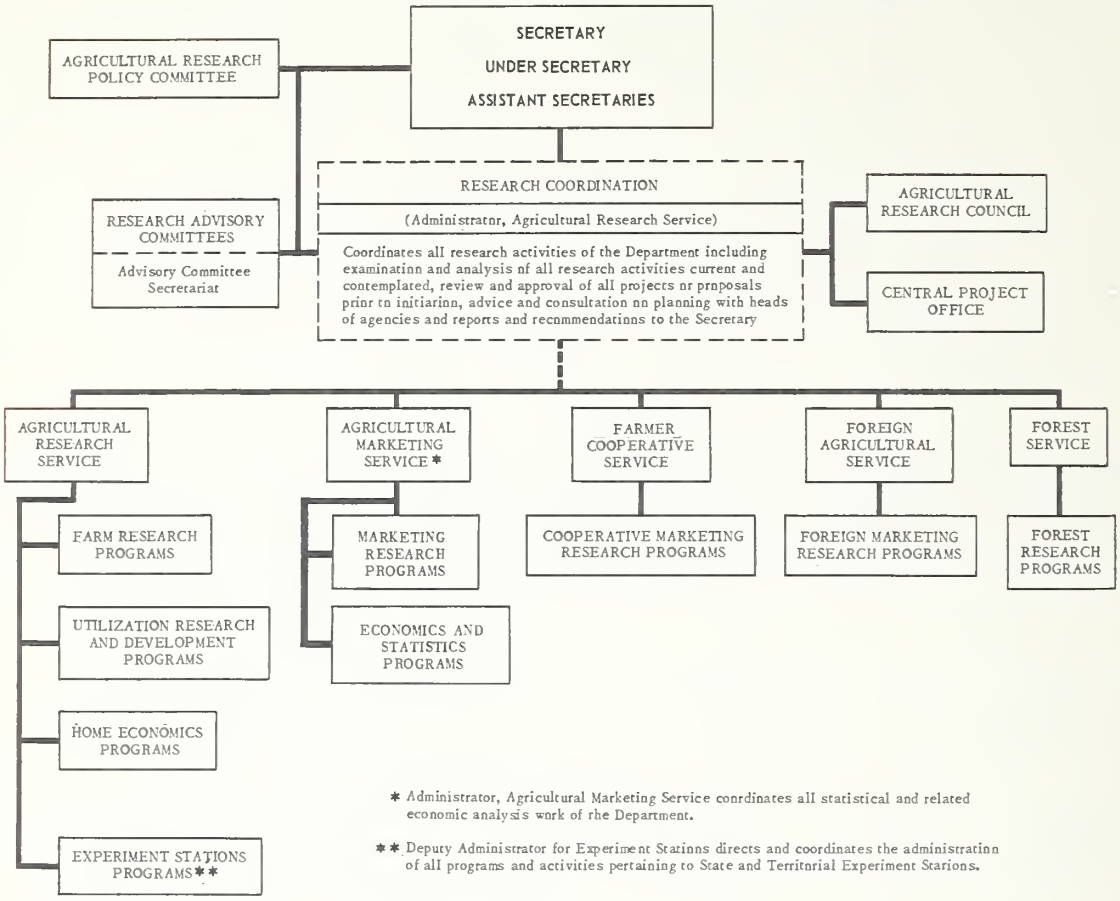
SECRETARY
UNDER SECRETARY
ASSISTANT SECRETARIES
AGRICULTURAL RESEARCH POLICY COMMITTEE
RESEARCH ADVISORY COMMITTEES
Advisory Committee Secretariat
RESEARCH COORDINATION
(Administrator, Agricultural Research Service)
Coordinates all research activities of the Department including examination and analysis of all research activities current and contemplated, review and approval of all projects or proposals prior to initiation, advice and consultation on planning with heads of agencies and reports and recommendations to the Secretary
AGRICULTURAL RESEARCH COUNCIL
CENTRAL PROJECT OFFICE
AGRICULTURAL RESEARCH SERVICE
AGRICULTURAL MARKETING SERVICE *
FARMER COOPERATIVE SERVICE
FOREIGN AGRICULTURAL SERVICE
FOREST SERVICE
FARM RESEARCH PROGRAMS
UTILIZATION RESEARCH AND DEVELOPMENT PROGRAMS
HOME ECONOMICS PROGRAMS
EXPERIMENT STATIONS PROGRAMS**
MARKETING RESEARCH PROGRAMS
ECONOMICS AND STATISTICS PROGRAMS
COOPERATIVE MARKETING RESEARCH PROGRAMS
FOREIGN MARKETING RESEARCH PROGRAMS
FOREST RESEARCH PROGRAMS
* Administrator, Agricultural Marketing Service coordinates all statistical and related economic analysis work of the Department.
** Deputy Administrator for Experiment Stations directs and coordinates the administration of all programs and activities pertaining to State and Territorial Experiment Stations.

Figure 1

RESEARCH DIVISIONS

FARM RESEARCH PROGRAMS
- (1) Agricultural Engineering Research
- (2) Animal Disease & Parasite Research
- (3) Animal Husbandry Research
- (4) Crops Research
- (5) Entomology Research
- (6) Farm Economics Research
- (7) Soil & Water Conservation Research

UTILIZATION RES. & DEVELOPMENT PROGRAMS*
- (1) Eastern Utilization Res. & Development
- (2) Northern Utilization Res. & Development
- (3) Southern Utilization Res. & Development
- (4) Western Utilization Res. & Development

HOME ECONOMICS PROGRAMS
- (1) Clothing & Housing Research
- (2) Household Economics Research
- (3) Human Nutrition Research

MARKETING RESEARCH PROGRAMS
- (1) Market Development Research
- (2) Market Quality Research
- (3) Marketing Economics Research
- (4) Transportation and Facilities Research

ECONOMICS AND STATISTICS PROGRAM
- (1) Agricultural Economics
- (2) Agricultural Estimates**

COOPERATIVE MARKETING RESEARCH PROGRAMS
- (1) Management Services
- (2) Marketing
- (3) Purchasing

FOREIGN MARKETING RESEARCH PROGRAMS
- (1) Commodity Divisions***
- (2) Foreign Agricultural Analysis
- (3) Trade Policy

FOREST RESEARCH PROGRAMS
- (1) Forest Disease Research
- (2) Forest Economics Research
- (3) Forest Fire Research
- (4) Forest Insect Research
- (5) Forest Management Research
- (6) Forest Products Utilization
- (7) Range Mgt. & Wildlife Habitat Res.
- (8) Watershed Management Research

*In addition to the four divisions shown there is a Product and Process Evaluation Staff.
**Research and development staff only.
***Commodity Analyses and Foreign Competition Branches of the following Divisions: Cotton, Dairy and Poultry, Fats and Oils, Fruit and Vegetable, Grain and Feed, Livestock and Meat Products, and Tobacco.

Reviewing agencies and officials are given 3 weeks in which to make comments or suggestions. At the end of this period, the proposal, with all comments, is returned to the initiating division for resolution of differences. If the differences are resolved, the project then moves to the appropriate Research Council member for approval or disapproval. If differences are not resolved, they are referred to the Council member, who seeks resolution with other Council members concerned. Where differences still remain, the case is submitted to the Administrator of Agricultural Research Service for settlement. In the absence of comments by reviewing agencies and officials, a project proposal goes directly from the Project Office to the approving officer for final disposition.

The Agricultural Research Council also provides a forum for discussion of problems in research or research operations of department-wide concern. It advises the Agricultural Research Service Administrator on matters needing attention.

In program development, the Department is assisted by a number of advisory committees. First is the 11-member Agricultural Research Policy Committee, which advises on policy and broad adjustments needed to maintain a dynamic research program. It maintains continuous contact with the other 25 functional commodity research advisory committees, which largely represent groups such as farmers, processors, and marketing agencies, that use the findings of research. The advisory committees review current research and recommend adjustments, including termination of existing projects, expansion of current work, or initiation of new work. They are kept in close touch with the Department program through the committee secretariat, which serves as liaison between them and departmental working groups representing each of the program activities concerned.

The total research program of the Department is divided into the program areas shown in figure 1 (page 6). Experiment Station Programs are concerned with administration of the Federal-Grant funds appropriated for research at State Agricultural Experiment Stations. In addition to the programs shown, there is a new foreign contracts and grants program conducted under Public Law 480.

Following is an example of how the project referral system works--

- Agricultural Engineering Research Division proposes a line project entitled "Development of Machinery for Chemical and Mechanical Control of Cotton, Weeds, Insects, and Diseases."

- Project is referred to Crops Research Division, which has primary responsibility for research on weed and plant disease control (see figure 1).

- Project is referred to Entomology Research Division, which is concerned with the control of insects.

- Project is referred to the State Experiment Stations Division for review by appropriate specialists.

- Project is also sent to the Executive Secretaries of two Advisory Committees:

    1 The Cotton and Cottonseed Advisory Committee

    2 The Farm Equipment and Structures Advisory Committee

Final approval of the proposed project is authorized only when all reviewers are satisfied.

Those responsible for the review and approval of new or revised line projects have been directed to emphasize the following considerations--

- that the research is needed in the national interest and is in line with broad program objectives,
- that the research objectives and plans for work are sound,
- that adequate personnel and facilities are available for prosecution of the project,
- that the project is appropriately integrated with other research in the Department, and provision made, as needed, for joint or cooperative effort in carrying out the proposal,
- that the project, in the light of the best available information, does not unnecessarily duplicate work of other Department agencies, or of other Federal, State, or private agencies.

Proposals to discontinue a line project, whether because of completion, suspension, or abandonment of the work, are approved at the same level of administration as the original project proposal. They are not, however, subject to review by other agencies.

Shortly before a line project reaches its estimated date of completion and in any event before it has been in force 5 years, the Project Office advises the responsible agency of the need for its reappraisal. One of the following actions is then required:

1. DISCONTINUANCE. If continuation of work under the project is not contemplated, a notice of discontinuance is submitted to the Central Project Office on Form AD-157 (see page 16).

2. EXTENSION. Extension of a line project may be requested on Form AD-157 when the following conditions are met:

   a. The current project description still reflects accurately the work under way.
   b. The period of extension will not prolong the life of the project beyond 5 years from the date of approval of the current project description.

   An extension is approved at the same level of administration as the original project proposal, but is not subject to review by other agencies.

3. REAUTHORIZATION. If continuation of the work under line projects that have been in force 5 years is contemplated, a revised project description that reflects current planning must be submitted on Form AD-149 (see page 14). All revisions are subject to the same referral and approval procedures as new line project proposals.

In this way the Central Project files are kept current at all times, and there is continuing administrative control of work in progress.

Financial and work projects, covering the larger planning units of research, are also documented on standard forms AD-144 and AD-145 (see pages 12 and 13). A new or revised financial project in the research field is recommended by the Administrator of the initiating Service. It is signed, as concurring by the Department's Director of Finance, and, where necessary, by the Administrators of the Agricultural Research Service and the Agricultural Marketing Service.[6] It is approved by the appropriate Assistant Secretary of Agriculture. A new or revised work project is usually signed, as recommending, by a Division Director. It is approved by the Administrator of the initiating

See footnote 5 on page 9.

Service, and, where necessary, by the Administrators of the Agricultural Research Service and the Agricultural Marketing Service.[5] It is concurred in by the Director of Finance. Prior to its approval, a work project proposal is subject to review by other Department agencies with related interests and responsibilities.

Coordination of the Department's research program is also facilitated by the preparation and circulation of work project annual reports. These reports are prepared in accordance with official instructions and contain a statement for each of the subordinate line projects on which significant progress has been made. Work project annual reports are approved by designated officials, and two copies are placed on file in the Project Office for general reference. In addition, Division Directors periodically indicate to the Central Project Office any reports of other Departmental units that they desire to review. These requests are transmitted to the Divisions concerned which then supply the Central Project Office with the needed copies.

OPERATION AS A SOURCE OF INFORMATION ON CURRENT RESEARCH

Principal Files

As a source of information on current research, four principal files are maintained by the Central Project Office. They are:

1. The PRIMARY PROJECT FILE, which contains copies of descriptions, on the prescribed standard forms, of all financial, work, and line projects involving research activities. This file is arranged by Service and within each Service the arrangement is in accord with the financial, work, and line project relationship.

2. The AGENCY FILE OF PROJECT ABSTRACTS is a visible-type file containing an 8" by 5" card for each financial, work, or line project involving research. On the cards for financial and work projects the number and title of each project is indicated. On the cards for line projects a mimeographed abstract of the official project description is carried (see sample of card below). This file is arranged in the same way as the Primary Project File.

3. The SUBJECT-MATTER FILE OF LINE PROJECTS is one in which copies of abstract cards for each active line project are carried under all appropriate subject-matter headings. The system of filing is an alphabetical listing of more than 1,000 object names and functional terms, which has been developed to cover all important aspects of the Department's current research program. It is an important aid to finding particular kinds of research. In a typical case, mimeographed copies of the card for one line project would be found in several places in the subject-matter file. For example, the project whose abstract is shown on the sample card would be filed under DAIRY PRODUCTS - Dried or Powdered Milk, Dried or Powdered Milk being one of several subheads under DAIRY PRODUCTS. This project would be found also under PACKING, PACKAGING, CONTAINERS - Animal Products; and under INSECTS - Beetles, to name a few. Sometimes abstract cards are placed in as many as 10 different places in the file so that all important aspects may be readily traceable. Subject-matter filing brings together all related research in the Department regardless of the agency conducting it. Sometimes as many as 6 research divisions are working on different aspects of the same general problem.

4. The WORK PROJECT ANNUAL REPORT FILE consists of reports for the most recent 5 years on all work projects involving research. These are arranged according to Service and financial project relationships.

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[5] Financial and work projects involving research that originate outside of the Agricultural Research Service are signed by the Administrator, ARS, because of his Department-wide responsibility for coordination of research. Financial and work projects involving statistical and related economic analysis that originate outside of the Agricultural Marketing Service are signed by the Administrator, AMS, because of his Department-wide responsibility for coordination in this area.

SAMPLE CARD

An 8" by 5" card with an abstract of the description of a line project

AMS-MQ (Stored Product Insects Branch) MQ 1-68

Title: Evaluation and improvement of commercial containers for dried milk to prevent insect infestation.

Object: To determine resistance to insect invasion provided by commercial containers currently used for packaging nonfat dry milk solids, and to develop improvements or treatments for containers to provide more protection during storage.

Plan of work: Insecticides will be tested in the laboratory for their toxicity and lasting effect against dermestid beetles. Selected insecticides will be applied to the outside and inside of storage containers for dried milk, the containers filled, and placed in an insect-infested room. Replications will be removed at intervals to determine insect infestation. Where the treatment is effective, milk samples will be analyzed for residue. Several types of filled, untreated commercial containers will be placed in an infested room to see if the insects are able to invade the containers during storage. Effect of different closures will be noted. Additional protection provided by different kinds of inner liners will be studied. The most desirable features will be combined into one practical, economical container providing the greatest possible protection against insects during storage.

Cooperation: Ent. Dept., Wis. Agr. Expt. Sta.; Insecticide & container mfrs.
Leader: F.O. Marzke, Madison, Wis.
Location: Madison, Wis.

Appr. 10/17/56 Est. duration: 2 yrs. (10/58)

MQ 1-68 Evaluation of dried milk containers for resistance to insects

The Location Index

The LOCATION INDEX is an important informational aid for research administrators. The index indicates by project number each of the line projects involving work at a particular location. This index is kept up to date with the aid of information on location changes furnished in annual progress reports. At present this index is maintained only for projects of the Agricultural Research Service.

Use of the Central Project Files

The Central Project files are designed for direct reference by interested persons. Department research workers are urged to consult them freely as a primary means of coordinating research effort throughout the Department.

Information from the files is also made available by telephone or through written reports prepared in the Project Office. Such reports serve to make file material available to persons who are not in a position to consult the files directly. They may cover two or three projects in a very specialized field of research or a large area of activity involving many projects. Likewise, they may vary in character from a simple listing of projects with a two- and three-line description of each to carefully integrated summaries.

Information in the Central Project files is fully accessible to all Department personnel, to members of Congress, and to research workers in other Federal agencies and in the State Agricultural Experiment Stations. Such persons may be requested to seek the permission of the agencies directly responsible for the activities involved if widespread dissemination of information is contemplated.

Members of the press and others appearing in person to obtain information on the nature of current Department research efforts are referred to officials of the agencies directly concerned who are in a position to determine the amount and kinds of information available for release. Inquiries from the public at large are also answered by written reports prepared by the Project Office with the advice and guidance of the agencies directly concerned.

OPERATIONS IN PROGRAM ANALYSIS

The Central Project Office develops reports that are useful in analyzing and improving the content of the Department's research program by using the records in its files as a basic source of information, and by working with other units in the Office of the Administrator, ARS, and with the various Services and Divisions of the Department that conduct research.

The Project Office also makes special studies to reveal the effectiveness of project forms and procedures and to show the compliance of research units with procedural instructions. Examples of special studies include: (1) "Scope and Duration of Line Projects Approved in 1958"-Oct. 1959; and (2) "Work Project Annual Reports on Research Activities, Their Character and Completeness"-June 1957.

AD-144
REV. 9/54

UNITED STATES DEPARTMENT OF AGRICULTURE
FINANCIAL PROJECT DESCRIPTION

1. NO.

2. AGENCY AND UNITS

3. FINANCIAL PROJECT TITLE

4. APPROPRIATION AND SUBAPPROPRIATION

5. GENERAL PURPOSE AND CHARACTER OF PRINCIPAL FIELDS OF WORK

BINDING MARGIN

6. SIGNATURES	TITLE	DATE
RECOMMENDED		
CONCURRED		
APPROVED		

AD-145
REV. 9/54

UNITED STATES DEPARTMENT OF AGRICULTURE
WORK PROJECT DESCRIPTION

1. NO.

2. AGENCY AND UNITS

3. WORK PROJECT TITLE

4. FINANCIAL PROJECT TITLE

5. LOCATION

6. GENERAL PURPOSE AND CHARACTER OF WORK;

7. WORKING RELATIONS WITH OTHER AGENCIES

BINDING MARGIN

8. SIGNATURES	TITLE	DATE
RECOMMENDED		
APPROVED		
CONCURRED	*Director of Finance*	

AD-149
REV. 2/58

UNITED STATES DEPARTMENT OF AGRICULTURE

LINE PROJECT DESCRIPTION

1. NO.

2. SERVICE AND UNITS

3. LINE PROJECT TITLE

4. WORK PROJECT TITLE

5. PROJECT LEADER AND ADDRESS

6. LOCATION OF WORK	7. ESTIMATED DURATION

8. OBJECTIVE	9. JUSTIFICATION - Current Need - Potential Value - Relation to Other Work	10. PLAN OF WORK - Essential Steps Involved - Size of Undertaking	11. COOPERATION - Names of Cooperators - Nature of Cooperation

BINDING MARGIN

12. SIGNATURES	TITLE	DATE
RECOMMENDED		
APPROVED		

AD-146
(REV. 1/56)

UNITED STATES DEPARTMENT OF AGRICULTURE

FINANCIAL OR WORK PROJECT DISCONTINUANCE

1. NO.

2. AGENCY AND UNITS

3. WORK PROJECT TITLE (IF APPLICABLE)

4. FINANCIAL PROJECT TITLE

5. APPROPRIATION AND SUBAPPROPRIATION

6. REASONS FOR DISCONTINUANCE

BINDING MARGIN

7. SIGNATURES	TITLE	DATE
RECOMMENDED		
APPROVED		
CONCURRED/APPROVED	*Director of Finance*	

AO-157
11/58

UNITED STATES DEPARTMENT OF AGRICULTURE

LINE PROJECT DISCONTINUANCE OR EXTENSION

1. NO.

2. SERVICE AND UNITS

3. PROJECT TITLE

4. TYPE OF ACTION *(Check one)*

☐ DISCONTINUANCE DUE TO COMPLETION OF ALL OR MAJOR PART OF WORK.

☐ DISCONTINUANCE WITHOUT COMPLETION OF ALL OR MAJOR PART OF WORK.

☐ EXTENSION OF TIME TO (NEW ESTIMATED DATE OF COMPLETION): _____

5. DISCONTINUANCE

- Summary of main accomplishments
- List of principal publications
- Why work stopped if all or major part not completed

OR

5. EXTENSION OF TIME

- Reason for extending

BINDING MARGIN

6. SIGNATURES	TITLE	DATE
RECOMMENDED		
APPROVED		